



LEONIDAS RALPH MECHAM
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

THEODORE J. LIDZ
Chief

CLARENCE A. LEE, JR.
Associate Director

WASHINGTON, D.C. 20544

Defender Services Division

January 7, 2003

MEMORANDUM TO ALL CLERKS, UNITED STATES DISTRICT COURTS


SUBJECT: Criminal Justice Act Seminars and Workshops **(ACTION REQUESTED)**

Following are the dates and locations of three "Winning Strategies" seminars, the Advanced Trial Skills and Reinventing Sentencing Workshops, and the Immigration Seminar for Criminal Justice Act (CJA) panel attorneys, to be presented by the Administrative Office of the U.S. Courts, Defender Services Division Training Branch, and the Federal Public and Community Defenders.

April 10-11, 2003	Portland, Oregon	"Winning Strategies 2003"
May 29-31, 2003	Savannah, Georgia	"Winning Strategies 2003"
July 17-19, 2003	Denver, Colorado	"Winning Strategies 2003"
June 26-28, 2003	Williamsburg, Virginia	"Advanced Trial Skills"
August 14-16, 2003	Park City, Utah	"Reinventing Sentencing"
September 18-20, 2003	Scottsdale, Arizona	"Immigration Seminar"

We ask that you notify members of your district's CJA panel about the seminars as soon as possible. We are sending the same information to all Federal Public and Community Defenders and to each district's CJA panel attorney representative. You may want to coordinate the dissemination of applications with them.

Attached is a flyer, including an application form, that you may photocopy and provide to the panel. Tuition and program materials will be free. After applications are received in the Defender Services Division, details (including the draft schedule and hotel information) will be provided to the applicants who are accepted for each seminar. The telephone number listed on the application form, (800) 788-9908, is the number for the Defender Services Division Training Branch. The Training Branch is responsible for the development and coordination of these regional seminars. If you need further information, please contact Ms. Linda Risley at Ext. 3055.


Theodore J. Lidz

Attachment

cc: Circuit Executives (w/attachment)
District Court Executives (w/attachment)



CJA SEMINARS & WORKSHOPS

Presented by the Defender Services Division Training Branch, Administrative Office of the U.S. Courts, for attorneys appointed under the Criminal Justice Act (CJA) to represent financially-eligible federal criminal defendants

REGIONAL SEMINARS - "Winning Strategies 2003"

Portland, Oregon - April 10-11, 2003

Savannah, Georgia - May 29-31, 2003

Denver, Colorado - July 17-19, 2003

Participants will learn creative and effective methods and techniques for handling federal criminal cases. Experienced faculty will present plenary lectures and lead small-group breakout sessions and workshops where participants will get hands-on experience. Topics will include:

- Brainstorming Cases (drug conspiracy, firearms, fraud, and immigration)
- Pre-Trial and Trial Advocacy (discovery, motions, evidence, expert witness examination)
- Use of Forensic Evidence (computer, fingerprint, firearms)
- Sentencing Advocacy (guidelines amendments update, specific offense characteristics, ACCA, career offender, mental health issues, departures, and sentencing enhancements)
- Bureau of Prisons Designations
- Appellate Advocacy (making record, circuit and Supreme Court updates)
- Supreme Court Updates
- New Developments in Criminal Law (USA Patriot Act and other new post-September 11, 2001, Laws)
- Ethics

SPECIALTY SEMINAR ON DEFENDING IMMIGRATION CRIMES

Scottsdale, Arizona - September 18-20, 2003

This seminar is a must for criminal practitioners both in U.S. border districts and in all other districts with significant numbers of immigration cases. In addition to receiving a complete overview of the immigration process, participants will learn how to identify and challenge legal defects in prior deportations, possible defenses, how to protect the record through pretrial motions and trial objections, how to apply the sentencing guidelines to immigration offenses, and how to identify and argue appellate issues in immigration cases. This will not be just another session on the immigration consequences of convictions. Rather, it will be a comprehensive training on effective advocacy in the defense of clients charged with immigration offenses.

TRIAL ADVOCACY WORKSHOP

Williamsburg, Virginia - June 26-28, 2003

Participants will learn new trial skills techniques, including the use of courtroom technology, that will enhance the persuasiveness of their trial advocacy. Experienced faculty will present lectures and demonstrations, and guide participants in the use of these techniques in small-group settings. Each participant will practice witness examinations and closing argument using computer-assisted technology in an actual state-of-the-art courtroom setting.

SENTENCING ADVOCACY WORKSHOP - "Thinking Outside The Box"

Park City, Utah - August 14-16, 2003

Participants will learn through lectures and demonstrations how to develop and deliver a persuasive, fact-based sentencing theory. Participants will use their own cases in small-group settings to practice these skills. Updates on substantive sentencing law will also be provided.

These programs will have limited enrollment to permit participants hands-on experience using case files.



APPLICATION FORM

Enrollment in these Criminal Justice Act (CJA) seminars and workshops is limited to panel attorneys who accept court appointments to federal criminal cases. Tuition and program materials will be provided free of charge. **However, attendees will bear all expenses for their travel, hotel accommodations, meals and other incidentals.** Applicants to a particular CJA seminar/workshop who have attended the same CJA seminar/workshop sponsored by the Administrative Office of the U.S. Courts within the past two years will be placed on a wait list and priority will be given to other eligible applicants. Applications must be received at least 60 days prior to the date of the requested seminar/workshop. Applicants will be sent prompt written notification of acceptance to seminars/workshops, including program agendas and hotel and travel information. **(NOTE: DO NOT MAKE AIRLINE RESERVATIONS BEFORE RECEIVING A SEMINAR/WORKSHOP ACCEPTANCE LETTER.)**

To apply, complete the following form and fax or mail it to the Defender Services Division Training Branch, Administrative Office of the U.S. Courts, One Columbus Circle, N.E., Washington, D.C. 20544. The facsimile number is (202) 502-2911. For further information, call (800) 788-9908.

(Please Print or Type)

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____ State Bar Number: _____

District(s) in which you practice: _____

Number of criminal jury trials: _____

Number of years as CJA attorney: _____

Number of CJA cases in past 2 years: _____

Number of appeals filed on your CJA cases in past 2 years: _____

List type experts, if any, used in CJA cases: _____

I wish to attend the following seminar/workshop:

REGIONAL SEMINARS:

☐ **Portland, Oregon**
April 10-11, 2003

☐ **Savannah, Georgia**
May 29-31, 2003

☐ **Denver, Colorado**
July 17-19, 2003

IMMIGRATION SEMINAR:

☐ **Scottsdale, Arizona - September 18-20, 2003**

WORKSHOPS:

☐ **TRIAL ADVOCACY WORKSHOP - Williamsburg, Virginia - June 26-28, 2003**

☐ **SENTENCING ADVOCACY WORKSHOP - Park City, Utah - August 14-16, 2003**

APPLICATION FOR CLE ACCREDITATION HAS BEEN MADE